



Revenue Careers



Tired of Diminishing Returns? Invest in a Great Career at Revenue!

Great Careers!

Explore opportunities with Department of Revenue! Revenue's dynamic team is comprised of dedicated professionals who fairly and efficiently collect revenues and administer programs to fund public services, and advocate sound tax policy. We provide great solutions and service by attracting and retaining the best talent and building a diverse workforce. Our employees are our greatest asset. As a member of Revenue's team, you have an important role in our agency mission.

Great Talent!

The Department of Revenue employs approximately 1,000 people, including revenue auditors and agents, tax examiners, administrative law judges, property appraisers, foresters, and computer analysts.

Great Location!

Revenue headquarters is located in Olympia, home to the state capitol. The city, located on Puget Sound's southernmost tip, is rich in history, culture, and natural beauty.

Position: Administrative Assistant 5 (Non Perm)
Division: Executive

Location: Olympia
Notice: 081106NP

Opens: Tuesday, August 22, 2006
Closes: Friday, September 1, 2006

Primary Duties:

Administrative Assistant within the Department of Revenue's Executive Division. Provides principal administrative support for the Senior Assistant Directors of Tax Policy and Operations, which includes duties such as scheduling meetings, tracking and managing assignments, and providing and preparing materials for professional commitments. Compose, proof, and edit agency wide communications and correspondence. Accomplishes varied and complex projects; makes decisions and acts on behalf of the Executive Assistant to the Director in administrative matters. Performs other work as required. This is a six to nine-month temporary position. Because of coverage needs, the work hours of this position are Monday - Friday, 8:00 - 5:00.

Compensation:

\$3,208 - \$4,106 per month (range 50)

Desired Qualifications:

Excellent communication and writing skills. Ability to manage multiple priorities and deadlines – flexibility. Ability to handle sensitive and confidential issues. Excellent customer service skills, both on the phone and in person. Familiarity with PowerPoint, Word, Excel, and Access. One year as an Administrative Assistant 4.

OR

Two years as an Administrative Assistant 3.

OR

A Bachelor's degree in business administration, public administration or closely allied field; and three years of administrative or supervisory experience.

Additional qualifying experience may substitute for education on a year-for-year basis.

Graduate study may substitute for up to two years of experience on a year-for-year basis.

Olympia's location provides easy access to the Cascade Mountains, Olympic Peninsula, and the Pacific Ocean.

Great Benefits!

- Competitive salaries
- Excellent health and retirement benefits
- Generous paid vacation and holidays
- Promotion opportunities
- Cross-training opportunities
- Continuous learning opportunities
- Talented co-workers
- Meaningful and ethical work
- Serving citizens and making a difference

Visit us at www.dor.wa.gov

How to Apply

E-mail: jobs@dor.wa.gov

**Working Together to
Fund Washington's
Future**

How to Apply:

Completed applications include letter of interest, resume, and state application. State applications are available at the following web address: <http://hr.dor.wa.gov/forms/stateapp.doc>
A State Application form must be filled out completely. **All applications must be received by 5:00 PM of the closing date of the bulletin.**

Submit Applications to:

E-mail: jobs@dor.wa.gov
please indicate position title in subject line

Special Note:

Prior to any new appointment into the Department of Revenue, a background check will be conducted.

The Washington State Department of Revenue is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability, who need assistance in the application/testing process, or those needing this job announcement in an alternative format, may call the Office of Human Resources at (360) 725-7501, TDD/TTY (360) 664-0580.